

## CLASSIFICATION/ON-THE-JOB TRAINING ACTION

PERSONNEL ACTION NO.

C-

TO: (Organization)

/DPME

FROM: (Organization/Office Symbol)

## I. INDIVIDUAL IDENTIFICATION

NAME (Last, First, MI)

GRADE

SSN

UNIT

## II. PERSONNEL DATA CHANGES

## AFSC INFORMATION

AWARD AFSC \_\_\_\_\_ AS \_\_\_\_\_ AFSC \_\_\_\_\_  
 EFFECTIVE \_\_\_\_\_  
 REDESIGNATE \_\_\_\_\_ AS \_\_\_\_\_ AFSC \_\_\_\_\_  
 PAFSC FROM \_\_\_\_\_ TO \_\_\_\_\_  
 CAFSC FROM \_\_\_\_\_ TO \_\_\_\_\_  
 EFFECTIVE \_\_\_\_\_  
 2 AFSC FROM \_\_\_\_\_ TO \_\_\_\_\_  
 3 AFSC FROM \_\_\_\_\_ TO \_\_\_\_\_  
 4 AFSC FROM \_\_\_\_\_ TO \_\_\_\_\_  
 ADD-AFSC FROM \_\_\_\_\_ TO \_\_\_\_\_

## OJT INFORMATION

EFFECTIVE \_\_\_\_\_  
 ENTER/CONTINUE AFSC \_\_\_\_\_ TS CODE \_\_\_\_\_  
 WITHDRAW AFSC \_\_\_\_\_ TS CODE \_\_\_\_\_  
 COMPLETED AFSC \_\_\_\_\_ TS CODE \_\_\_\_\_  
 DATE INITIALLY ENTERED RETNG \_\_\_\_\_  
 DIRECTED DUTY AFSC \_\_\_\_\_ DDA EXPIRATION \_\_\_\_\_  
 DATE \_\_\_\_\_ REASON \_\_\_\_\_  
 OFF-PROJ CLASN UPGRADE DATE \_\_\_\_\_  
 ASSIGN PROFICIENCY PAY \_\_\_\_\_  
 SS RATING \_\_\_\_\_ AMOUNT \_\_\_\_\_ AFSC \_\_\_\_\_

## SPECIAL EXPERIENCE IDENTIFIER(S) (Airmen Only)

DESIGNATE CAFSC SEI \_\_\_\_\_  
 DESIGNATE GENERAL SEI \_\_\_\_\_  
 DESIGNATE SEI \_\_\_\_\_ WITH ( ) AFSC \_\_\_\_\_  
 WITHDRAW SEI \_\_\_\_\_ FROM ( ) AFSC \_\_\_\_\_

EFFECTIVE \_\_\_\_\_ PRO PAY STATUS REASON \_\_\_\_\_  
 WITHDRAW PRO PAY \_\_\_\_\_ EFFECTIVE \_\_\_\_\_

## MISCELLANEOUS INFORMATION

ADSCD \_\_\_\_\_ REASON \_\_\_\_\_  
 PROMOTION ELIG STATUS \_\_\_\_\_  
 PROMOTED TO \_\_\_\_\_ EFFECTIVE \_\_\_\_\_  
 WITH DATE OF RANK \_\_\_\_\_  
 ASSIGNMENT AVAIL CODE/DDA \_\_\_\_\_  
 DESIGNATE WAFSC \_\_\_\_\_ EFFECTIVE \_\_\_\_\_  
 WITHDRAW WAFSC \_\_\_\_\_ EFFECTIVE \_\_\_\_\_  
 OTHER \_\_\_\_\_

## DUTY INFORMATION

DAFSC \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_  
 OFFICE SYMBOL \_\_\_\_\_ DUTY PH. \_\_\_\_\_  
 POSITION NO. \_\_\_\_\_ OSC \_\_\_\_\_  
 COMD LVL \_\_\_\_\_ DUTY TITLE \_\_\_\_\_

## AUTHORITY

DATE	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL	SIGNATURE
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## III. CONCURRENCE OF MEMBER

DATE	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER
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## IV. INTRA-BASE ASSIGNMENT ACTIONS

RNL. TD/ EFF DATE	ASGN ACTION NO.	ASGN FROM	ASGN TO
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## V. REMARKS

## VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE

DATE

FOR THE  
COMMANDER

TYPED NAME, GRADE, AND TITLE

SIGNATURE

## VII. ACTION BY PERSONNEL OFFICIAL

DATE

☐ APPROVED☐ DISAPPROVED

HEADQUARTERS

FOR THE  
COMMANDER

TYPED NAME, GRADE, AND TITLE

SIGNATURE

This authorization remains in effect after Airman's discharge and immediate reenlistment at the same station provided that he/she has no break in military service.

## VIII. UNIT/CBPO COORDINATION RECORD

DMPE	1. DPM	2. DPM	3. DPM	4. DPM	5. DPM	6. DPM	UNIT

AF FORM 2096, FEB 85 (EF-V1)

NOTE: AFTER COMPLETING THIS FORM  
MAKE 7 COPIES...

- (1) CBPO SUSPENCE (2) CBPO ADMIN  
 (3) UNIT SUSPENCE (4) UNIT COPY  
 (5) MEMBER'S COPY (6) AF FORM 10copy  
 (7) TRAINING RECORD COPY